



United States Department of the Interior

OFFICE OF THE SOLICITOR
Washington, D.C. 20240

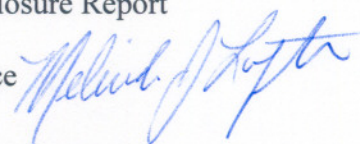


IN REPLY REFER TO:

January 6, 2009

Memorandum

To: Personnel Who File the Confidential Financial Disclosure Report

From: Melinda Loftin, Director, Departmental Ethics Office 

Subject: Annual Confidential Financial Disclosure Report

The Ethics Reform Act of 1989 (Act) and regulations in 5 C.F.R. § 2634 require certain Executive Branch employees who have policy or decision making responsibilities, to file a Confidential Financial Disclosure Report (OGE Form 450) every year. It has been determined by management, based on the duties of your position, you are required to file the OGE Form 450 with the Departmental Ethics Office. If you feel you have been improperly designated, please discuss this issue with your supervisor **immediately** and have your supervisor contact the Departmental Ethics Office to have your name removed from the list.

You must file a report by February 16, 2009, if you have served in this Department for more than 60 days in the calendar year ending December 31, 2008. I am writing to remind you of this requirement and request your prompt compliance.

Please note that this year employees *may* file the OGE Optional Form 450-A (450-A), "Confidential Certificate of No New Interest" in lieu of the OGE Form 450.

The 450-A form is a one-page certification that your duties and financial interests have not changed since you last filed an annual financial disclosure report. Thus, a new entrant filer would be ineligible to file this form. To be able to file the 450-A, you must be performing the same job with substantially the same duties and have no new financial interests to report in any of the five reporting categories. For example you may not use this form if your spouse changed jobs, you purchased or sold reportable stocks, or you assumed new duties. I recommend eligible filers use this form.

Your report will cover the period from January 1, 2008, through December 31, 2008. Your forms must be received by the Departmental Ethics Office **on or before February 16, 2009**. Failure to comply with the February 16, 2009, deadline may subject you to personnel sanctions that range from reprimand to removal from office. If you require additional time to file your report, please contact the Departmental Ethics Office prior to the February 16, 2009, deadline to determine whether or not you meet the criteria for obtaining an extension.

Please note that **all** filers are required to complete Part 1 of the DI-1993 in addition to the OGE Form 450 or 450-A. Further, if your position has been identified as containing duties or responsibilities under the Surface Mining Control and Reclamation Act of 1977, you are required to complete the DI-1993 form in its entirety.

For your convenience, I have attached the necessary form(s) for you to use. I recommend you use our computer-generated form. Using this form and saving it for subsequent years can substantially reduce the time and effort required to file. You may also download the required forms from the Department Ethics website at <http://www.doi.gov/ethics/>. Please be advised that all reports must have an original signature. As such a fax copy is not acceptable.

Upon completion, you must print out your report, sign and date it, and submit it in "hard copy" to:

Departmental Ethics Office
1849 C Street NW, MS-4251
Washington, DC 20240

Thank you for your cooperation in meeting these ethics requirements. If you have any questions, please contact the Departmental Ethics Office at (202) 208-7960.

Attachments